



ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

JOB OPPORTUNITY ANNOUNCEMENT

Position:	Cooperative Education Student	Opening Date:	09/16/03
Announcement #:	03-ADM-131	Closing Date:	10/08/03
Organization:	Budget and Analysis Branch, AO Administrative Services Division, Office of Internal Services	Salary:	\$9.42 - \$23.31 per hour commensurate with education and experience
Location:	Thurgood Marshall Federal Judiciary Building, One Columbus Circle, NE, Washington, D.C.		
Area of Consideration:	All Sources – Washington, DC Metropolitan Area		

The Administrative Office of the United States Courts (AO) is part of the judicial branch of the federal government and operates as an independent excepted service agency. The AO provides program management, policy development, and administrative support to the federal courts.

OPPORTUNITY: The AO is seeking applicants for the Cooperative Education Program (Co-op). The opportunity is intended to provide valuable work experience within the field of budget analysis and the budget process cycle in the federal government. This position will provide work experience in three areas: (1) learning the dynamics of an organization, (2) providing excellent customer service, and (3) learning the intricacies of government budgeting and finance.

ELIGIBILITY: Applicants must be U.S. citizens and at least 16 years of age. Applicants must be enrolled or accepted for enrollment as degree-seeking students, taking at least a half-time academic or technical course load in an accredited 4 year program, and in good academic standing. Graduate level Public Administration/Policy and/or Finance students are preferred. Applicants should be available for the assignment for at least one year to gain the maximum experience. The applicant should possess a solid background and understanding of how governmental organizations operate and of basic financial operations.

Relatives of current federal judicial branch employees are not eligible for participation in this program.

EMPLOYMENT INFORMATION: Students are expected to work up to 20 hours per week during the school year and 40 hours per week (full-time) during the summer. Students will be appointed on a temporary basis with the duration to be determined based on the academic program. Upon graduation and successful completion of academic requirements, the AO may non-competitively convert a Co-op student to a permanent appointment.

BENEFITS INFORMATION: Students will be eligible to participate in most federal benefits programs including sick and vacation leave, health benefits, life insurance, retirement coverage, thrift savings plan. Additionally, the Thurgood Marshall Federal Judiciary Building has an on-site fitness center, health unit, and cafeteria. Located in the Capitol Hill area next to Union Station, the AO is accessible by public transportation including Metro and the MARC and VRE commuter trains. Students are eligible for up to \$100 monthly in Metrochek benefits to help defray commuting costs.

DUTIES AND RESPONSIBILITIES: The student would be assigned to nearly the same functions as a full-time permanent budget analyst. Duties include, but are not limited to:

1. Preparing budget calendars;
2. Developing cost estimates, impact statements, and analyses;
3. Preparing AO financial plans and operating allotments;
4. Working with automated accounting and payroll/personnel systems;
5. Preparing AO budget materials for the congressional budget submission;
6. Writing budget justifications and narrative analyses;

7. Preparing training materials; and
8. Making oral presentations.

HOW TO APPLY:

- Your application must be received by mail or hand delivered to the AO Personnel Division (address below) by **CLOSE OF BUSINESS (5:00 P.M.)** on the closing date. Application and enclosure(s) will not be returned.

ADDRESS: (for mailing)

Administrative Office of the U.S. Courts
AO Personnel Division
Suite G-200
Washington, DC 20544

(for hand delivery)

One Columbus Circle, NE
Suite G-200
Washington, D.C.
(Union Station Metro)

(for fax)

Desiree Watkins, Special Recruitment Program Manager
(202) 502-4688

- Your application should include all of the information listed under the section, "APPLICATION INFORMATION."
- You may choose to submit a signed and dated *OF-612 (Optional Application for Federal Employment)*, OR any other application format.
- Incomplete applications will not be considered. Also see brochure *OF-510 (Applying for a Federal Job)*.

APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses the information listed below; otherwise, you may be considered ineligible for this position.

- **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- **Personal Information:** Full name, mailing address, day and evening area codes and phone numbers; social security number; and country of citizenship.
- **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF-15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- **Your Education:** High school (name, city, and state) and date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received, and proof of current enrollment. A transcript or list of courses is highly recommended.
- **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may NOT contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and salary.
- **Other Qualifications:** List any additional skills which may be applicable such as languages, computer software/hardware, typing speed; current certificates and/or licenses; honors, awards, and special accomplishments (such as publications, memberships in professional or honor societies, or leadership activities).
- **Performance Appraisals:** You are encouraged to submit a letter of recommendation.
- **Additional Information:** Any other required information or forms listed on this announcement.

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- All information is subject to verification.
- Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
- Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority; **and** (2) photo identification (e.g., driver's license).
- All new employees of the AO must identify a financial institution for direct deposit of pay before appointment.
- If selected for first-time appointment to the federal government, you may be required to serve a trial period. Failure to complete successfully the trial period may result in termination of employment.
- Relocation expenses will not be provided.

FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT, CONTACT: Desiree Watkins at (202) 502-1705.

FOR ADDITIONAL AO JOB LISTINGS, PLEASE CALL: (202) 502-1271
OR VISIT OUR INTERNET WEB SITE FOR JOB OPPORTUNITIES — [HTTP://WWW.USCOURTS.GOV](http://www.uscourts.gov)

THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.
